



Activities Team Leader

Sense Northern Ireland

Job title: Activities Team Leader

Location: Carrickfergus

Salary Scale: OPS22

Hour: 24 hours per week worked across 7 days

Responsible to: Home Manager

Main function of job: To plan, co-ordinate, lead and participate in activities with individuals we support, to reflect their needs and available resources.

To inform, guide and support staff to carry out the agreed programme of activities

Background Information

Edenvale is situated in Carrickfergus. The Home accommodates 10 individuals who have a variety of physical, social, emotional, communication and sensory needs and varying levels of independence.

Duties

- To plan, organise and co-ordinate a wide range of activities and events. Activities and events must provide positive outcomes to ensure that activities meet the identified needs, interests and preferences of the individuals we support.
- To ensure that programmes promote healthy living and are flexible and responsive to residents changing needs and facilitate social inclusion in community events.
- To risk assess all activities in line with Sense policies and procedures

- To enable Residents to participate in the programme through the identification and sourcing of equipment, aids and resources. To support staff to effectively and safely deliver the agreed programmes, through provision of information, instructions, training and support to create a library of resources that staff can access at any time to support residents' needs
- In agreement with the service manager to create a planned programme of activities on a weekly/monthly basis.
- To accompany residents on organised outings.
- To encourage staff members, relatives and friends to participate in planned activities, where appropriate.
- To adjust planned activities following assessment of individual need to ensure inclusion and to maximise participation. To assist the Home Manager in planning the home's special events around holiday periods and other events throughout the year.
- To develop links with service providers and funders to support the delivery of a comprehensive activity programme which reflects the needs and aspirations of those we support

Record Keeping and Communication

- To maintain individual activity plans for residents.
- To create a comprehensive timetable of activities to be shared with residents and staff
- To ensure that the programme of activities is displayed in a suitable format and in an appropriate location so that residents and their representatives know what is scheduled.
- To regularly review the programme with the manager to ensure it meets the residents changing needs.
- To meet regularly with residents on a group and individual basis to support planning.
- To maintain a record of all activities that take place and the level of resident participation and feedback.
- To monitor, and evaluate the success of each activity
- To participate in Residents Meetings as required and person centred reviews

Working with others

- To liaise closely with Team leaders and the Manager as to the suitability of activities for individual residents.
- To liaise with a wide range of service providers and funders to ensure there is a co-ordinated approach to events and activities and a comprehensive programme of activities.

Health and Safety

- To be aware of the Health & Safety Policy in relation to activities being carried out and any equipment used must comply with safety standards.
- To be aware of each resident's risk assessment and highlight any changes required to facilitate participation in activities.
- To promote safe working practice within the home and closely follow Sense' staff handbook.
- In conjunction with the home manager, to complete further risks assessments/updates on outings/activities as necessary
- To comply with all Sense's policies and procedures as required

Person Specification

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1. Qualifications and Knowledge

Essential

- Demonstrable understanding of and respect for the needs of individuals within a residential setting.

- Demonstrable understanding and respect for the needs of individuals with sensory loss, complex needs and behaviours that may challenge.
- Demonstrable understanding of health and safety practices within a registered residential environment.
- Knowledge of how activities support individuals to develop and enhance the quality of life
- Knowledge of health and safety regulations and processes and their use.
- Knowledge of community events, activities and resources which can be accessed as part of the activity planning role.

Desirable

Relevant qualification

2. Experience

Essential

- Experience of planning and delivering activities for individuals who require support
- Experience of working with people with complex needs and behaviours that may challenge.
- Experience of creating activity plans and timetables
- Proficient use of IT to create attractive, engaging, easy to read documents

Desirable

- Use of IT in a work setting including – MS Word, Excel, Email and Internet use
- Experience of training/leading/mentoring staff

Skills and Attributes

- Excellent planning skills
- Excellent communication skills

- Ability to negotiate and influence
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3. Personal Attributes

Essential

- To be open, honesty, transparent in line with Sense's Istatements
- To have the ability to work on own initiative and have an innovative approach
- To respect and maintain confidentially in line with organisational and regulatory guidelines
- To have the ability to work effectively as part of the team at Edenvale.